



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: October -2021
Worksheet No. 17	Topic: NOTICE WRITING	To be done in English Notebook

➤ WHAT IS A NOTICE?

Notice is a written or printed information or news announcement. Notices are either displayed at prominent places or published in newspapers/magazines. It is meant only for a selected group. Since a notice contains a formal announcement or information, its tone and style is formal and factual. Its language should be simple and formal. Notice is always brief and to the point.



➤ PURPOSE OF WRITING A NOTICE:

A notice is written to give information about:

- sports event
- a cultural event
- a meeting or conference
- any death, birth, visit by someone in future inspection, excursion.
- any project for a social cause to be undertaken and so on.

➤ Important Tips to be followed while writing a Notice

- Adhere to the specified word limit of 50 words.
- Write the word NOTICE at the top.
- Name and place of the school, organization or office issuing the notice should be mentioned.
- Give an appropriate heading.
- Write the date of issuing the notice.
- Clearly mention the target group (for whom the notice is to be displayed).
- Purpose of the notice.
- Mention all the relevant details (date, venue, time).
- Signature, name and designation of the person issuing the notice.
- Put the notice in a box.

FORMAT OF NOTICE WRITING

Name of the Institution/Organization/Office, Place

NOTICE

Date, month, year (British format)

Suitable Heading

The target group for whom the notice is. Date, time, venue and all-important details and any extra information that is needed (Body of the Notice, 50 words)

Signature

(NAME)

Designation

➤ **EXERCISE:**

NOTICE FOR EVENTS/COMPETITION	Your school is organizing a friendly cricket match to be played between your school and St.James School. As a Head Boy / Head Girl of your school draft a notice informing the students about the event, the venue, date and time. Request the students to watch the match and encourage the school team.
NOTICE FOR APPEAL	The Youth Club Delhi is planning to collect relief fund for the victims of Tsunami in Andaman and Nicobar islands. Draft a notice as Secretary of the Club requesting members to contribute a certain sum of money for the cause.
PUBLIC NOTICE	You are the councilor of Moti Nagar. Draft a notice, appealing to the people of the area, to minimize the wastage of water since the surrounding areas have affected due to acute water shortage.
NOTICE FOR LOST/FOUND	Write a notice on behalf of your school authorities informing students to immediately report any unclaimed baggage or deserted objects, within the school premises.